

EXHIBIT 3-D

SAMPLE FORMAT FOR REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

(Note: The following is intended only as an example of a format which may be used to issue an Requests for Proposals (RFP) for engineering services. TSEP recipient's should consider the content of their RFP's very carefully before they are issued. In particular, local officials should exercise care in drafting the scope of services and the factors to be used in evaluating proposals to assure that they are both complete and appropriate for your community and project. See also Exhibit 3-E for a sample format for advertising the availability of the RFP).

The _____ (Town or City of _____ or _____ County) has been awarded a Treasure State Endowment Program (TSEP) grant in the amount of \$ _____ by the Montana Legislature for _____ (description of project including purpose, location, time frame, and present status).

Contingent upon this award, the Town (or City) Council of _____ (or the _____ County Commission) is soliciting proposals for engineering services to assist the Town (City or County) in designing and supervising construction of this project in compliance with all applicable requirements under the Montana TSEP Program. Payment terms will be negotiated with the selected offeror. The fee for engineering services will be paid with TSEP funds.

The services to be provided will include:

- ? designing system improvements and construction engineering;
- ? preparing the construction bid package in conformance with applicable TSEP requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed;
- ? conducting the preconstruction conference;
- ? field staking, on-site supervising of construction work, and preparing inspection reports;
- ? reviewing and approving all contractor requests for payment and submitting approved requests to the governing body;
- ? providing reproducible plan drawings to the Town (City or County) upon project completion;
- ? conducting final inspection and testing;
- ? submitting certified "as built" drawings to the Montana Department of Health and Environmental Science; and

? preparing an operation and maintenance manual.

Responses should include:

1. the firm's legal name, address, and telephone number;
2. the principal(s) of the firm and their experience and qualifications;
3. the experience and qualifications of the staff to be assigned to project;
4. a description of the firm's prior experience, including any similar projects (in particular those funded by TSEP), size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance;
5. a description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project; and
6. the proposed work plan and schedule for activities to be performed.

Respondents will be evaluated according to the following factors:

- | | |
|---|--------|
| 1. Overall Quality of the Proposal | _____% |
| 2. Consultant Qualifications and Experience
(including reference checks) | _____% |
| 3. Availability and Capacity of the Consultant
to Respond | _____% |

(Note: The evaluation factors listed above are only examples. Local officials should include those factors, which they believe are appropriate to the work tasks to be involved, with relative weightings for each according to their priority.)

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the _____ (Town, City, or County), all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to Mayor (Commissioner) _____, P.O. Box _____, _____, Montana, _____ (zip). All responses must be postmarked no later than _____ (date). Please state "TSEP Engineering Services Proposal" on the outside of the response package.

Respondents may review the TSEP application, which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the _____ (Town, City or County) offices during regular office hours. A copy of the application is also available for review at the offices of the Community Development Division, Montana Department of Commerce, 301 S. Park Ave., Helena, MT 59620-0523.

This solicitation is being offered in accordance with state statutes governing procurement of professional services. Accordingly, the _____ (Town or City Council or County Commission) reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.